

Course Profile Total Land Charges

Duration	2 days
Prerequisites	Delegates wishing to attend this course should have experience in using Microsoft Windows and be familiar with using a keyboard.
Target Audience	End Users in the Local Land Charges Department
Objectives	By the end of this course you will be able to: <ul style="list-style-type: none">▪ Correctly use the main functions of the TLC module▪ Successfully be able to process searches, enter data and maintain the register
Contents	<ul style="list-style-type: none">- Introduction & overview of TLC- Entering searches- Accepting NLIS searches- Enquiries answering (Con29)- LLC1 answering- CLVG answering- Validation- Data selection- Data maintenance- LLC register- Reports- Administration
